



December 21, 2015

KANSAS BULLETIN NO. KS 260-16-3

SUBJECT: INF—New Kansas Exhibit Reservation Process

Purpose: To implement the new exhibit reservation process using the Kansas Public Affairs SharePoint exhibit calendar.

Expiration Date: September 30, 2017

Exhibit Reservations

The new Kansas Public Affairs exhibit calendar allows anyone with Natural Resources Conservation Service (NRCS) Kansas SharePoint access to reserve a particular exhibit. Using this calendar is required to check-out a state exhibit.

To access, go to the NRCS Kansas SharePoint site, click on “Public Affairs” on the right-hand side. On the Public Affairs site, clicking on the “Exhibits” link on the left side brings up the Exhibit calendar.

To reserve an exhibit, you merely click “add” for that day and select the exhibit you want to reserve from a pull-down menu on the pop-up form. Complete the required fields for shipping and contact information and any special instructions on the pop-up form. When saved, an automated backend process sends an email to Public Affairs and selected office assistant staff to trigger the printing of the “send-to” and “return-to” shipping label. Any updates to an existing reservation also triggers an automated notification.

The exhibit reservation system offers several benefits:

- Ability to see when an exhibit is available to reserve
- Ability to see who has an exhibit checked out
- Simplifies the shipping label process for the user
- The automatic notification of a reservation to several internal managers provides situational awareness on the status of request so there’s no single point of failure due to absences

New Exhibits

Anyone with a suggestion for new exhibits should enter their suggestion on the “PAO Exhibit, Brochure, Marketing, and Conference Idea Sheet” located on the [Public Affairs SharePoint](#).

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